Assessment of technical assistance delivered under NTEAM’s TAN project

Terms of Reference (ToRs)

Nutrition International is committed to the fundamental principles of equal employment opportunity. Women are encouraged to apply.

Background

Through its Nutrition Technical Assistance Mechanism (NTEAM), Nutrition International shares its expertise globally to support the scale-up of nutrition for the most vulnerable. We believe that knowledge, rigorously obtained and generously shared, is key to effective progress for nutrition. NTEAM provides timely and coordinated expert technical assistance to governments, multilateral organizations, development banks and other global nutrition partners. Through NTEAM, Nutrition International provides guidance, oversight and quality assurance to technical assistance provision, knowledge translation and the development of capacity building resources.

Technical Assistance for Nutrition (TAN) is a project within Nutrition International’s NTEAM funded with UK aid from the UK government. Through the TAN project, Nutrition International provides technical assistance to 20 countries who have joined the Scaling Up Nutrition (SUN) Movement and the SUN Movement Secretariat, to help overcome gaps in capacity for the design and delivery of multi-sectoral national nutrition plans, by sourcing and deploying the expertise needed. Under the TAN Project, Nutrition International supports short, medium, and/or long-term country-led technical assistance under the following categories:

1. Supporting the nutrition enabling environment (legislation, policy, plans, guidelines)
2. Nutrition costing, budgeting and financing tracking
3. Effective operationalization and delivery of multi-sectoral nutrition plans
4. Nutrition data and evidence generation for informed decision-making
5. Support provided to building capacity/strengthening capacity of SUN Focal Points (FPs), organizational development, and institutional development

In 2018-2019, Nutrition International carried out a first phase of impact assessments that aimed to provide some initial markers of progress towards the programme level outcomes in four selected technical assistance assignments. These assessments explored the extent to which deliverables were disseminated, adopted, and used to influence practice by key users.
The second phase of assessments, referred to as progress assessments, were conducted in 2019-2020. This phase marked a shift in focus from impact of implementation of technical assistance deliverable(s) in phase one, to phase two - assessing the progress towards intermediate outcomes – progress made by identified stakeholders in using the technical assistance deliverable(s). Phase two included reflection on how the quality of the technical assistance product(s) (deliverables) and process contributed to the results expected from TAN⁴. The assessments also sought to identify the limiting and enabling factors associated with these outcomes, and derive lessons learned along with recommendations for how to accelerate progress to full, effective implementation of the technical assistance products.

Results demonstrated clear evidence of the contributions of eight technical assistance assignments to closing capacity and/or capability gaps, and contributions towards improved coordination, effectiveness, scale and quality outcomes². The assessments were designed to identify evidence of changes in the behaviour of stakeholders that can help operationalize the technical assistance product(s) and for a longer-term impact on intended users. The assessments reviewed the status of follow-up plans for technical assistance products and extent of their adoption and use. The assessments, while helpful at providing analysis about their intended impact, did not draw conclusions about the contribution of multiple technical assistance assignments toward impact on improved multi-sectoral nutrition programmes at the country level. This assessment, as outlined in this TOR, seeks to investigate the extent to which more than one technical assistance assignment in a country contributed to outcomes and goals at country level.

Overall objective

To conduct an assessment of a sample of technical assistance assignments completed in 1 of or all 5 countries (Kenya, Ethiopia, Mozambique, Pakistan and Bangladesh), to describe the extent to which multiple technical assistance assignments contributed to achievement of sustainable outcomes and goals at country level.

Specific objectives

1. Assess the extent of the contribution(s) made by the technical assistance provided to the expected TAN project results. These may include but need not be limited to improvements in

⁴ Expected results include improvements in the scale, quality, effectiveness, gender equality, inclusivity, capacity building and /or capability development as outlined in the project’s theory of change.

⁵ Bangladesh (Support the Revitalization and Restructuring of the Bangladesh National Nutrition Council (BNNC) to Steer National Level Nutrition Actions in the Country); Pakistan (Development of technical food safety & halal food standards and regulations for articles of food under Provincial Food Safety Authority Act 2014 in Khyber Pakhtunkhwa); Philippines (Support the National Nutrition Council (NNC) in scaling up of rice fortification and distribution within the Social Safety Net Program); Kenya (Support development and finalization of costing, financial tracking, monitoring and evaluation (M&E) and enabling environment components for the 2018-2022 National Nutrition Action Plan); Senegal (Support development of the strategic communication plan for the nutrition multi-sectoral plan); Nigeria (Support costing of the National Multi-sectoral Strategic Plan of Action on Nutrition); Ethiopia (Support to the Seqota Declaration Phase 1 Evaluation, Technical Advisor); and SUN Movement Secretariat (Support the development of the SUN Movement Monitoring, Evaluation, Accountability and Learning (MEAL) system)
the scale, quality, effectiveness, gender equality, inclusivity, capacity building and/or capability development involved in subsequent programming based on that plan to scale up nutrition in the country;
2. identify the contribution(s) made towards achieving TAN program results;
3. develop recommendations for specific stakeholders to consider that will help accelerate progress to full implementation of the technical assistance product(s)/interventions;
4. identify lessons and document learnings to inform future technical assistance support.

In light of this, this consultancy is expected to answer the following questions:
1. To what extent is the technical assistance demand-driven and how is technical assistance fostering country ownership?
2. How is the technical assistance contributing to strengthening existing in-country mechanisms and unblocking roadblocks?
3. To what extent is the technical assistance prioritizing collaboration and coordination with key stakeholders and sectors?
4. How has the technical assistance considered gender equality and equity?

**Expected results**

This consultancy is expected to bring a significant contribution and learning to NTEAM’s TAN project implementation of technical assistance and improve country governments’ ability to scale up nutrition interventions. It will test the assumptions articulated in the TAN programme’s theory of change and measure progress and extent to which the expected results have been achieved. It is expected the country consultants, under the direct supervision of a lead consultant, will be able to achieve the following:

1. Comprehensive and representative stakeholder’s engagement
2. Validated findings with country key stakeholders
3. Country specific reports with lessons learnt and actionable recommendations for NI and stakeholders
4. A progress assessment synthesis report

**Gender equality**

Nutrition International is committed to gender equality. Consultants are required to indicate how they will ensure that gender equality considerations are included in their approach for this assessment and how they will be incorporated into deliverables. Examples of integration of consideration for gender equality could include, but are not limited to: ensuring government departments responsible for women are included wherever possible, gender sensitive indicators are included, emerging data is sex
disaggregated, and relevant documentation related to gender is reviewed. To this end, Nutrition International has developed the following tools which can be accessed using the links below:

- NI guidelines on Integrating Gender Equality into Technical Assistance
- NI background document on Gender and Nutrition
- NI PowerPoint presentation (Gender 101)

Scope of Work

Each country consultant, who will be based in one of the five countries where the assessments will be conducted (Kenya, Ethiopia, Mozambique, Pakistan and Bangladesh), will be expected to undertake the following activities and produce the listed deliverables. Further elaboration on the objective-based activities will be expected in the technical proposal along with timeline, estimated level of effort required for each activity, in terms of number of days, and roles and responsibilities.

Consultants should ensure the Nutrition International guidance on gender equality considerations is strongly built in the objectives as well as the deliverables required under this TA.

Activities and deliverables

In agreement and under the supervision of a lead consultant, each country consultant will develop a plan to achieve the following activities and deliverables based on agreed methodology with the lead consultant for this assignment.

Activity 1 – Preparatory phase:

- In consultation and agreement with the lead consultant, each country consultant will develop a comprehensive work plan, progress assessment protocol and inception report for this assignment.

Activity 2 - Data collection

- Country consultants will collect data from different sources including, but not limited to: (1) assessments and monitoring reports, technical assistance TORs and deliverables if possible; (2) interviews with Nutrition International staff (HQ and Regional), (3) key stakeholders and beneficiaries of the implemented technical assistance in country, (4) observational data if needed; etc. Country consultants should include in the proposal a sample size and an appropriate criteria for selection of key informants that would be interviewed and interview methodology (such as face to face interview, focus group discussions, online-based survey, etc.)

Activity 3 - Discussion/Interview guides:

- Country consultants shall prepare the interview/discussion guides, pilot and share them with the lead consultant and Nutrition International for approval prior to conducting the fieldwork.

Activity 4 - Data management:
- Country consultants shall recommend a data management plan for discussion with the lead consultant and Nutrition International. Most importantly, country consultants shall highlight the ethical consideration of data management (anonymity of data, storage and treatment of audio recorded interviews etc.).

**Activity 5 - Data analysis:**

- Country consultants shall develop a data analysis plan with clear approach and objectives. The objective is to trace clear associations between summary findings and isolate factors that facilitated or hindered success of the technical assistance. Additionally, the country consultant shall suggest what computer software program will be used.

**Activity 6 - Assessment findings:**

- A list of required tables and results shall be suggested, discussed and agreed upon with the lead consultant and Nutrition International prior to conducting the field work as well as during the analysis stage.

**Activity 7 - Interpretation of results:**

- Country consultants shall generate clear, tangible, time-bound, and realistic recommendations that would assist Nutrition International to capitalize on the found best-practices and/or generate lessons learned.

**Activity 8 - Preliminary report:**

- Country consultants shall provide a draft country report that would include: an executive summary, project background, methodology, results, key findings, discussions of results, key limitations, lessons learned, recommendations, and conclusion. The preliminary report shall be submitted to Nutrition International for discussion and comments. Country consultants shall recommend if other experts should review the results if needed/possible and validate results with key country stakeholders.

**Activity 9 - Final report:**

- Country consultants shall submit a final country reports and the lead consultant shall write a synthesis report. Additionally, the country consultants shall discuss and recommend a dissemination plan with the lead consultant and key Nutrition International staff, if appropriate.

**Activities and deliverables subject to coordination and approval by the lead consultant. All raw data should be shared with the lead consultant and Nutrition International.**

**Use of deliverables**

Deliverables produced under these assessments are intended for use in the following ways by:

- NTEAM’s TAN project team to improve overall implementation of technical assistance in countries
• Country stakeholders for efficient technical assistance delivery process and product use to improve achievement of nutrition intervention outcomes
• DFID and TAN partners in scaling up what works for effective TAN project delivery globally

Duty Station/Location

We are seeking to engage five (5) individual consultants who are based in each of the countries where the assessments shall be undertaken - Kenya, Ethiopia, Mozambique, Pakistan and Bangladesh. Only in-country travel will be required for this assignment, where safe to do so, and the majority of the work will be home-based.

All domestic travel required under this consultancy will be provided for by Nutrition International. Travel allowance maximums are based on standard rates of the organization.

Timeline

Each country consultant will develop a final work plan in agreement with the lead consultant and in consultation with Nutrition International staff. It is expected that each country consultant will dedicate between 20 to 30 days starting from October 2020 to Mar 2021 (indicative only).

<table>
<thead>
<tr>
<th>Indicative work plan (as determined by the lead consultant) Activity</th>
<th>Deliverable</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Familiarization with the assignment</td>
<td>Inception report with detailed work plan</td>
<td>Mid-Oct</td>
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<tr>
<td>Desk review and analysis of project objectives and planning of evaluation assignment</td>
<td>Progress Assessment Protocol</td>
<td>End Oct</td>
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<tr>
<td>Desk review of selected TA; country context</td>
<td>Desk review report</td>
<td>Nov 2020</td>
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<tr>
<td>Preparation of data collection phase</td>
<td>Interview guides</td>
<td>Nov 2020</td>
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<td>Interview protocols</td>
<td>Nov 2020</td>
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<td></td>
<td>Comprehensive list of stakeholders to be interviewed</td>
<td>Nov 2020</td>
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<tr>
<td>Interviews with staff and key stakeholders</td>
<td>Interview report</td>
<td>Nov 2020 - Jan 2021</td>
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<tr>
<td>Analysis</td>
<td>Draft report</td>
<td>Feb 2021</td>
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<tr>
<td>Finalization of exercise</td>
<td>Final report</td>
<td>Mar 2021</td>
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Management and Reporting/Coordination mechanism

All country consultants for this assignment will report to the lead consultant who has a separate ToR and is part of Nutrition International’s Progress Assessment Steering Group. The Steering Group will provide technical oversight to all progress assessments. The lead consultant will be accountable for the work completed by the country consultants.
• Nutrition International will provide the funding for the assignment, and payment will be subject to performance and reaching deliverables as agreed upon at the moment of contract signing.
• Nutrition International will be responsible for the coordination of technical guidance and quality assurance of the work being delivered by the country consultant.

Profile/qualifications of consultant

Consultants are required to be based in Kenya, Ethiopia, Mozambique, Pakistan or Bangladesh. Consultants can apply individually to conduct the assessment in a particular country or as a team for multiple countries.

Experience and skills required of each consultant for this assignment include;

• Master’s degree required. Formal education and training in program evaluation and/or social science preferred
• Minimum 7 years of relevant experience in program evaluation, and/or a related field required with relevant experience in a consulting-related position.
• Excellent understanding of the political economy and nutrition context in the specific country of assignment
• Significant competency synthesizing and presenting qualitative analysis and data in a variety of formats (power point, Word, Excel, etc.) using relevant software packages (N-Vivo or equivalent statistical package, Excel, etc.)
• Excellent interpersonal and communication skills (oral and written).
• Fluency in written and spoken English is mandatory.
• Strong consultative and project management skills and ability to work efficiently and effectively both autonomously and in small teams in a highly fluid, fast-paced work environment.
• Demonstrated high-level of knowledge and understanding of the nutrition or public health and gender equality context of the assessment country

Application Process

Proposals should be submitted by email to TechnicalAssistance@NutritionIntl.org before close of business, 14th September 2020, 5pm EST (Ottawa, Canada). Only complete applications will be reviewed.

• Up-to-date curriculum vitae (CV)
• Technical proposal: not exceeding five pages, describing the consultant teams understanding of the task, proposed methodology and detailed work plan that breaks down activities and deliverables.

• Financial proposal: including daily fee rate, suggested number of domestic trips/days and any other expenses required to fulfill the terms of the consultancy (meetings, materials, etc.). The approximate budget for each country assessment is in the range of CAD 8,000 to CAD 13,000. The financial proposal should be in the currency of the country where the consultant is based.

• Confirmation email following completion of NTEAM’s Technical Assistance Provider Recruitment Form for all consultants listed on application

• Please title your application email as: Name/company – Country name - Technical Assistance Assessment

Only shortlisted applicants will be contacted.

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